



## AUTHOR GUIDELINES

**Journal:** “ANCIENT CEYLON” Journal of the Department of Archaeology, Sri Lanka

**ISSN** 1800-0894 (Print) **ISSN** 0258-9257 (Online)

**Journal Type:** Double-blind Peer-reviewed, Bi-annual Journal

**Expected themes:** Ancient Art & Architecture, Ancient Irrigation and Agriculture, Ancient Technology, Archaeological Conservation, Archaeological Sciences, Architectural Conservation, Artifacts Conservation, Asian Archaeology, Environmental Archaeology, Epigraphy & Numismatics, Ethnology & Ethnographic Archaeology, Field Archaeology, Geo-archaeology, Heritage Management, Historical Archaeology, History, Indigenous Studies, Intellectual property in Archaeology, Material analysis, Material Conservation, Mortuary Archaeology, Museums, New trends in Archaeology, Physical & Cultural Anthropology, Pre-history, Proto-history, Public Archaeology, Computer Applications in Archaeology, Settlement Archaeology, Social Archaeology, Cultural Tourism, Underwater, Maritime and Nautical archaeology, Archaeology, Zoo-archaeology and related disciplines as will be determined by the Editorial Board.

**Manuscript Types:** The ANCIENT CEYLON journal focuses on publishing four main article types: Research Articles, Review Articles, Field Research Reports, and Notes (short communications). Authors interested in submitting articles outside these categories are encouraged to contact the Editor-in-Chief for approval before submission. You can reach the Editor-in-Chief via email at [ancientceylon@archaeology.gov.lk](mailto:ancientceylon@archaeology.gov.lk). Final decision of the selection of the articles will be determined by the Editorial Board.

**(a) Research Articles:** Research Articles in the field of Archaeology document original and significant research findings that contribute to the advancement of knowledge and enhance our understanding of the past. These articles typically range from 8,000 to 10,000 words (approximately 8-12 printed A4 pages) and include sections such as Title, Abstract, Introduction, Methods, Results, Discussion, Conclusions, and References. A key requirement is that the methodology be presented in sufficient detail to allow other qualified researchers to replicate the key elements of the study.

**(b) Review Articles:** Review Articles in Archaeology provide comprehensive and critical evaluations of existing research on a specific topic. They synthesize previously published information from various sources, analyze findings, identify key trends and gaps in knowledge, and offer critical perspectives on the current state of understanding. While the Editorial Board may occasionally invite submissions, authors may also proactively propose topics for review. These articles typically follow a standard structure, including Title, Abstract, Introduction, Methods, Results, Discussion, Conclusions, and a comprehensive list of References.

**(c) Field Research Reports:** A "Field Research Report" submitted to a journal provides a comprehensive account of research conducted in a specific field setting. It meticulously documents the research methodology, including data collection techniques such as observations, interviews, and the collection of quantitative data. The report outlines the findings and their analysis, often incorporating both qualitative and quantitative data. Essential sections typically include Title, Abstract, Introduction, Methods, Results, Discussion, Conclusions, and a comprehensive list of References.

**(d) Notes:** Notes, also known as short communications, are concise research reports typically limited to 1,000 words or fewer (approximately five printed pages, including figures and tables). They serve as a platform for rapid dissemination of new findings, preliminary results, and innovative research methods within the field. Notes can also encompass a range of other contributions, including critical commentaries on previously published articles, insightful perspectives on current research trends, and discussions of new research techniques and their potential applications. These concise reports provide a valuable avenue for researchers to share timely updates, stimulate discussion, and contribute to the ongoing dialogue within the archaeological community.

**Originality:** Submissions to the journal must represent original research and works. All manuscripts undergo rigorous similarity and plagiarism and AI-detection checks prior to the peer-review process. Any submission found to contain an unacceptable level of similarity or evidence of AI-generated text may be summarily rejected at the discretion of the editors. Authors are required to submit a completed declaration form (Form 01) alongside their manuscript submission.

**Format:** Authors are encouraged to adhere to the specific formatting guidelines for each manuscript type, including Regular Articles, Review Articles, and Field Research Reports. However, the format of articles such as Policy and Theory Papers, may use appropriate format keeping guidelines provided.

**(a) Title Page:** The title page of a research article must include the concise and informative article title, followed by the full names and affiliations of all authors. Importantly, only one author should be designated as the Corresponding Author. The Corresponding Author's information, including their full name, email address, and complete contact address, must be provided on the title page.

**(b) Abstract and Keywords:** The Abstract must state briefly and clearly the main objective, scope, and findings of the work within 250 words. A maximum of five keywords can be included after the Abstract.

**(c) Introduction:** The Introduction should succinctly introduce the research area and the specific site under investigation. It must emphasize the research's significance, clearly stating the research question or hypothesis, the overall aim, and specific objectives. The introduction should identify and explain any gaps in existing knowledge, defining the research's scope and limitations. Finally, it should provide a brief roadmap of the paper's organization, including a concise overview of the relevant literature.

**(d) Materials and Methods:** The Materials and Methods section should detail the research approach, including data collection methods employed during fieldwork and the meticulous recording of data.

It must describe the materials analyzed and the specific analytical techniques used. Finally, this section should outline the procedures for data management and processing, ensuring the accuracy, reliability, and reproducibility of the research findings. This might not strictly apply to policy and theoretical papers.

- (e) **Results:** The Results section presents the findings of the research objectively and factually. It includes descriptive findings, quantitative data, and visual aids such as tables and figures to effectively convey information.
- (f) **Discussion:** The Discussion section interprets the findings presented in the Results section. It compares and contrasts these findings with existing research in the field, acknowledging any limitations of the study. The Discussion should be well-written and engaging, supporting interpretations with evidence from the data. It should conclude by suggesting directions for future research to further explore the topic investigated. While authors have the option to combine the Results and Discussion sections, careful consideration should be given to maintaining clarity and objectivity.
- (g) **Conclusion and Recommendations:** Summary of Key Findings, Significance of the Research, and Recommendations for Future Research. It should be concise and impactful. Emphasize the significance of your research and provide specific and actionable recommendations for future research.
- (h) **Acknowledgments:** The Acknowledgments section should be brief and concise. Use a professional and respectful tone and be specific about the contributions of each individual or entity.
- (i) **Appendix;** Commonly Included Raw data, Large or complex figures, Interview transcripts, Detailed methodology, Statistical analyses, Photographs or drawings etc.

## Overall formatting guidelines:

|                         |  |
|-------------------------|--|
| <b>Language</b>         | English (British/American)   |
| <b>Font</b>             | Times New Roman, Garamond  |
| <b>Font size</b>        | 16 (Title), 14 (Headings), 12 (Sub-headings [Bold], and the main text) |
| <b>Paper Guidelines</b> | double-spaced on A4-size paper with 1” margins on all sides            |
| <b>References</b>       | Harvard style  |

## Illustrations Guidelines:

Authors may include up to 15 high-quality illustrations, figures, and graphs in electronic format suitable for publication. Additional figures may be included as an online appendix. Please adhere to the guidelines below for artwork preparation.

- **Image format:** JPEG: Common format for pictures (containing no text or graphs).
- **Graphs and line art:** Suitable application in Word processors or graphic designing packages.

- **Placement:** Figures/charts and tables created in MS Word should be included in the main text rather than at the end of the document.
- Figures and other files created outside Word (i.e. Excel, PowerPoint, JPG, TIFF, EPS, and PDF) mentioned in the text, should be submitted separately.

**Publication Fee (APC):** The ANCIENT CEYLON does not charge any publication fees.

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Editor-in-Chief

ANCIENT CEYLON,  
Department of Archaeology,  
Sir Marcus Fernando Mawata,  
Colombo 07, Sri Lanka.

*Phone:* +94 11 2692840, +94 11 2692841

*Web:* <https://archaeology.gov.lk/ancientceylon>

*Editor-in-Chief:* Dr. Aruna Rajapaksha (+94 714395277)

*Editorial Assistant:* Ms. Kaushalya Dissanayake (+94 704948773)

Mr. Tuvins Amarasinghe (+94 715781688)

Use the email for all the correspondence and manuscripts submissions for ANCIENT CEYLON;

[ancientceylon@archaeology.gov.lk](mailto:ancientceylon@archaeology.gov.lk)